

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 2 SEPTEMBER 2005**

**I. CEFMS:**

A. We revised the Position Worksheet Report in the Operating Budget Module to provide additional totals and subtotals for groups of organization codes. Users can now run the report to summarize the hours, FTE, and dollars by org code groups based on the org code chain of command or based on the org code structure. Under the first new option (chain of command), org codes are summarized at one level lower than the Executive Office. This allows users to see the totals for the Consolidated Departmental Overhead (CDO) org code group because CDO is directly below the Executive Office. Under the second new option (org code structure), the elements of CDO are summarized independently which enables users to focus on the specific elements of the CDO organization.

B. We enhanced the Operating Budget Module option for revising budgets due to re-org by adding the ability to revise Bulk Labor Worksheets. Previously, this option only allowed users to revise budget records and Position Labor Worksheet records. Some USACE activities use both the Position Labor Worksheet and the Bulk Labor Worksheet to formulate budget labor amounts. With this CEFMS enhancement, these USACE activities can now quickly and accurately revise both worksheets which will ensure that their budgets reflect the correct org codes.

C. Per HQUSACE policy letter, we created three new military construction placement work categories, three new supervision and administration (S&A) work categories, and a new resource code. These were created to identify modular construction with associated S&A and unique rates.

D. We completed programming at all USACE activities to standardize credit card numbers. We added edits to the credit card maintenance screens so that dashes, blanks, hyphens and other special characters cannot be loaded into the table. We also standardized the convenience check code to be "CC" at the end of the credit card number. We placed edits on the screen so that only miscellaneous credit card numbers can be loaded for US Bank. Gasoline credit cards cannot be loaded in this table.

E. We added an edit so that CEFMS users can no longer amend credit card purchases in the regular obligation screen. In the past, users would create a credit card purchase request, and then tie another regular C2 obligation to the purchase request. This caused numerous problems at some USACE activities.

F. We completed final testing for a new process that will allow labor charge codes with a resource code of TIMEOFFAWD (time off award) to be accrued. We are developing the table structure, screens and business rules for accruing time-off awards. This change is scheduled for release in Sep 05.

G. We released to all USACE activities a locking procedure to prevent a user from manually executing labor distribution (LABDIST) or DISTCOST while the other process is running. The DISTCOST is an asset cost distribution process. If both the LABDIST and DISTCOST programs are competing for funds on the same fund account, problems occur. The locking procedure should prevent the partial updates to the general ledgers when the two processes are processing at the same time.

H. We continue to test and verify the accuracy of the general ledger correlations for the revolving fund labor payroll module. We are reviewing the general ledger recon reports to determine if we have created any imbalances. We also provided information to the disbursing team for the general ledger changes involved in disbursing labor transactions.

I. We tested the various PC Disbursing Programs against the numerous Windows Security Updates that have been installed. No problems encountered.

J. We created correlations for depreciation, insurance and plant increment. We corrected the testcorr database for out-of-balance conditions that were reflected on the FIN report. We developed programming to reverse the old correlations and update the new correlations that should have been used. All scripts were processed and this corrected the out-of-balance conditions.

K. We added an edit to the PR&C certification process that captures invalid signatures when an amendment is approved/certified. Also, we added programming to identify invalid signatures.

L. We modified the form which allows USACE activities to copy Employee Access Control and employee records from one database to another. We coordinated this change with the Gulf Region Division (GRD) to provide a better method for USACE activities to copy records directly from remote databases. This should help in creating and maintaining consistent records across USACE and help the military efforts in moving USACE employees.

M. We contracted for the purchase of new KTCs and signers. The new KTCs and signers are in the process of being constructed and will be deployed at the two USACE processing centers sometime in October.

N. We continue to work on year-end closing actions by completing problem reports, revising the general\_ledger\_yearend\_corr table, testing the closing process on USACE databases and developing new showstoppers. The following actions are completed or ongoing:

- We changed the closing of receipt accounts due to a DFAS regulation changes.

- We added a new showstopper for appropriation refund bills. At the closing of this fiscal year, there can be no outstanding appropriation refund bills. They have to be collected or reversed before closeout can occur.

- We tested several USACE activities for year-end closing and will continue the process until all USACE databases are finished.

- We turned on the YESHOWSTOP program at the beginning of August so all USACE activities can begin to review their showstoppers and miscellaneous reports for pre-closing actions needed in preparation for their official year-end closing.

- We reviewed the Year-End Closing Manual for FY2004 and made needed modifications for FY2005.

O. We modified, reviewed and tested all military reports and reconciliations for the cash award and appropriation refund redesign. We had to add budgetary general ledgers and general ledger formula keys to several reports. All were in balance after modifications were completed.

P. We continue to monitor the daily transaction submission to CEEMIS. We had to modify the program due to a timing issue which was causing out-of-balance conditions. We created adjusting transactions for June and July due to missing transactions or invalid updates.

## II. PROBLEM REPORTS/IMBALANCES:

### A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	759	754
Priority #1 Problems	86	83

We received 234 new problem reports and completed 229 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	54	58
One	3	1
Two	2	1
Three	2	2
Four	0	0
Five	0	0
Six	0	0
Seven	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	226
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	3
TOTAL:	254

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u> Aug 01-30	<u>YEAR TO DATE</u> Oct 01-Aug 30
CHECKS:		
CHECKS ISSUED	12,274	128,237
PERCENT OF TOTAL	11%	11%
DOLLAR AMOUNT	\$131,840,475	\$1,122,987,588
EFT:		
TRANSFERS MADE	59,672	563,930
PERCENT OF TOTAL	89%	89%
DOLLAR AMOUNT	\$1,974,633,881	\$18,628,132,528

\*percentages adjusted for utility checks which do not have to participate in EFT

#### **IV. OTHER UFC ISSUES:**

A. Two auditors from the Special Inspector General for Iraq Reconstruction (SIGIR) Office visited the UFC on 22- 30 Aug 05. The subject of the audit was Prompt Payment Interest paid on Iraq Relief and Reconstruction Funds (IRRF) by GRD and PCO. UFC supplied the requested information on the FY 05 \$1.07 million interest paid thru July 05. The auditors worked to stratify the data and pinpoint reasons for the interest payments. A total of 210 payments resulted in 80% of the interest paid. The input/receipt of receiving reports was the primary reason for the interest paid. SIGIR will send the payment information on the 210 payments to the SIGIR office in Iraq. That office will work with GRD and PCO personnel to determine reasons for the lack of prompt receiving report information. Based on Section 1315.4(b) of the Prompt Pay Act (PPA), they will work with PCO/GRD Iraq contracting personnel on the possibility of changing the terminology in the Iraqi contracts that would allow for a longer acceptance period. The extension of the acceptance period would allow more time for appropriate inspection, when necessary, before an invoice would be classified as a "proper invoice" for PPA payment purposes. SIGIR provided no written comments. Their out briefing indicated that UFC appeared to be in compliance with PPA.

B. The CFO/Civil Reports Division is working to complete the automated reconciliation/audit of Funds Balance with Treasury (FWT) that can be accessed via the internet. The scheduled completion of this effort is 30 Sep 05. The automated application has scanned warrants and SF1151 funding documents and monthly Treasury FMS 6654/6655 for supporting source documentation. It also includes transaction data extracted from CEFMS for funding, collections and disbursements for comparative/reconciliation with Treasury's source data.

C. Susan Davis, CFO Team, attended the year-end conference in Arlington, Virginia. The Office of the Secretary of Defense-Comptroller was the proponent of the conference. Topics included the accelerated reporting schedule, financial scorecard, intra-governmental transactions, reporting for earmarked funds, changes to the statement of budgetary resources and SF133, Defense Departmental Reporting System update, and financial improvement and audit readiness.

D. The CFO/Civil Reports Division continues to research abnormal general ledger balances as well as analyze and explain fluctuations of + or - 10% in the general ledger balances from last year to this year for footnote narrative inclusion in the comparative CFO financial statements.

E. UFC coordinated and signed the memorandum of agreement (MOA) with DFAS for daily submission of financial transaction to the DFAS Corporate Database (DCD). We completed integration testing with the DCD, and received Business Enterprise Information System (BEIS) training for correction of suspended transactions. The DCD Property system is currently undergoing acceptance testing with the sponsor from OASA (FM&C). Live operations are still scheduled for 19 Sep.

F. UFC participated in a Construction in Progress (CIP) workgroup teleconference with DFAS. The teleconference was to address and discuss deficiencies related to recording CIP in accounting records/financial systems. Also discussed were the different reporting processes used by each of the DFAS centers and how they are utilizing the detailed data that the UFC provides to them quarterly in their reporting processes. Further discussions addressed issues related to transferring CIP to military services/defense agencies. The intent of the teleconference was to identify and establish standardized reporting with respect to CIP, Transfers Out and Transfers In of Capitalized Assets. The teleconference was informative and should help with CIP reporting on military appropriation CFO statements.

G. The USACE National Recreation Reservation Service (NRRS) Financial Management Team meeting scheduled for 31 Aug 05 at the UFC was delayed due to a protest of the new ReserveAmerica contract. Mrs. Lynne Beeson, the NRRS Interagency Program Manager, has advised that all implementation work has stopped with ReserveAmerica. Ms. Beeson will spend the week of 29 Aug 05 in Washington in an effort to determine the next steps to take with the contract. Once the contract protest issue is settled and ReserveAmerica work resumes, the USACE Management Team will reschedule the meeting.

H. The UFC has been working with personnel from HQ DFAS concerning corporate DFAS, DoD and Armed Services taxes due the IRS. The total amount is approximately \$30 million. The small USACE portion resulted from old Form 941 debts owed to the IRS by the Baltimore and Detroit Districts. These issues ranging in age from 1993 thru 1997 were resolved in August 05. The only outstanding USACE issue is for the current year and is related to a Form 941 correction that has not been processed by IRS.

I. The UFC Travel Division is processing PCS vouchers received on 19 Aug 05. The division has also sent notifications to the USACE Finance and Accounting Officers advising them of the names of those employees who have not filed 2004 Relocation Income Tax Allowance (RITA) claims.

J. We are continuing with development of a web based database to automate the Funds Balance with Treasury reconciliation. Additional requirements were presented and are being implemented. We have provided a breakdown, by FOA code, of the beginning balance as well as an explanation for differences in the beginning balances. We have also added Embassy Transactions to the CEFMS side of the reconciliation. Data from October through July 2005 has been imported from CEFMS and is being reconciled.

K. The UFC Security Manager has completed the Antiterrorism Level II training and is now the certified Antiterrorism Officer (ATO) for the UFC. Completion of this training will enable the Security Manager to effectively maintain the Army Antiterrorism Program in coordination with Naval Support Activity (NSA), Mid-South. Topics covered by this training included Understanding Antiterrorism Roles and Responsibilities, Individual Protective Measures (IPM), Terrorist Surveillance Techniques, Terrorist Operations, Force Protection Condition System, Antiterrorism Risk Management, and In Transit Security.

L. We completed the semi-annual Revolving Fund PRIP Property review and reconciliation on 16 August. All Revolving Fund PRIP Property entries by fiscal year, work items, CEFMS financial and accounting reports, Automated Personal Property Management System (APPMS) reports, property disposal memorandums and property bar codes were reconciled for the validity of property identification.

M. We continue preparations with the UFC CEFMS database for the fiscal year end closeout. The final ULO Review Report (Phase III) was generated in CEFMS on 1 Sep. A 100% review will be completed by the projected date of 15 Sep 05. July and August 2005 GSA rent and DHS security (civil and military) payments and billings will be processed by 9 Sep 05. September rent and security estimates will be accrued on 15 Sep. A timekeeper meeting is scheduled for 13 Sep to discuss year-end labor processing procedures regarding actual and estimated postings thru 30 September. Civil Funded Military Officer Pay, DFAS Payroll Service, and UFC Support billings will be generated in CEFMS by cutoff date of 21 September. RM cutoff date for the UFC for all transactions is 21 September.

N. On 24 August, the Finance Center participated in a video teleconference held by the Deputy Commanding General to provide information on the Logistics Management strategic sourcing study. The decision to convert the current USACE logistics organization to a High Performing Organization (HPO) was discussed. Projected man-year and dollar savings resulting from implementing the HPO were presented, as well as a brief concept of operations and an outline of the functions involved.

O. We conducted the third session of Introduction to Federal Accounting training on 22-26 Aug 05. This is a USDA Graduate School course which we are requiring all accountants to complete. We purchased a CD version of the course for each student and will teach another four sessions before calendar year-end. This training will help reinforce/update accountants' knowledge of preparation of financial statements which comply with federal accounting standards, the complete accounting cycle, and the standard general ledger.

P. In preparation for the deployment of the Defense Travel System (DTS) USACE-wide, the Finance Center will host a training session in October for the POCs from each regional and FOA responsible for deployment. The training is the four-day Defense Travel Administration course which provides a comprehensive overview and instructions on the DTS functions. We have made arrangements to conduct the training in one of our training rooms and have issued a Government Order to DFAS to fund the cost of the training. We will also ensure that the training PCs are configured to support the training requirements.